

NC E-Procurement

Instructor-Led Training Guide



eQuote Course



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eQuote Course Overview

Introduction

NC E-Procurement is an online purchasing system that is currently being used by North Carolina State Agencies, Community Colleges, Local Education Authorities (LEAs), and local governments.

The instructor-led NC E-Procurement **eQuote** course helps participants understand how to complete eQuote functions in NC E-Procurement. This course instructs participants on how to create and award an eQuote.

eQuote functions much like a punchout session in the NC E-Procurement System. Users will punch out to create an eQuote, using the eQuote functionality. Suppliers are able to respond to these requests for quotes using the same system. Due to functionality required to create and respond to an eQuote, we are unable to create a real eQuote during training. As a result, this course will be conducted using a simulation.

Participants must follow along with the eQuote course material in order to progress through the steps in the simulation. If the steps are not followed correctly, the user will not advance to the next screen. Hints will be given if an incorrect click is made or when rolling over a text entry field.

In addition, please keep in mind that the dates, users, suppliers and scenarios used in this material are for training purposes only. The information is included to demonstrate system functionality. Please note that the dates may not be consistent with the actual dates of your training and the user/supplier information may be fictitious.

Course Topics

- eQuote Process
- Create an eQuote
- Select eQuote Suppliers
- View, Evaluate, and Award eQuote Responses



Audience

- Purchasing Agents
- Purchasing Managers
- Requisitioners with the ability to create eQuotes

Prerequisites

- Knowledge of the NC Procurement Policies and Procedures
- Basic eRequisitioning skills
- Appropriate NC E-Procurement role

Course Objectives

After training, participants will be able to:

- Initiate an eQuote
- Search for and select suppliers
- Evaluate supplier responses
- Select items from supplier responses and add items to an eRequisition

Estimated Time

3 Hours



eQuote Process Overview

Overview and Benefits

eQuote is a tool within NC E-Procurement that can be used to solicit and review quotes from multiple suppliers for a good and/or service. The tool is used for open market purchases that do not require the creation of a Request for Proposal (RFP) in the Interactive Purchasing System (IPS).

eQuote is recommended in the following situations:

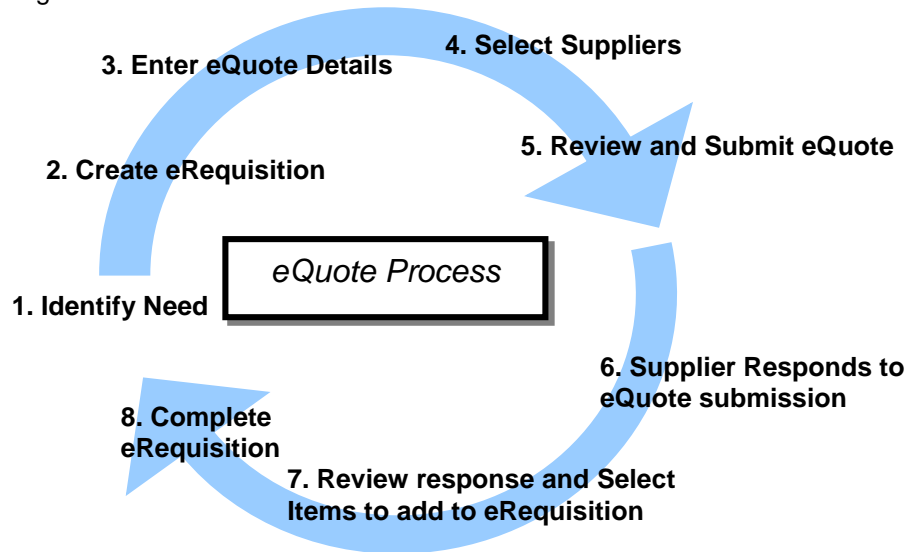
- The item is not listed on term contract and is less than your entity's delegation amount
- The item is a high dollar or high volume term contract item under your entity's delegation amount
- A rush order is needed (response within 4 hours)
- Competitive quotes from 3 or more suppliers are needed

The benefits of eQuote are:

- Provides clear definitions of the desired item; can also add attachments
- Ability to send one eQuote to as many different suppliers as desired
- Electronic processing - no paperwork, phone calls or faxes are necessary
- Faster response time from suppliers
- Responses from suppliers with exact items, substitutes, add-ons, and alternatives
- Ability to view a clear audit trail of your eQuotes
- Responses can be tabulated to compare supplier responses and make faster and easier decisions
- Cost Savings
- Clearly marked Historically Underutilized Businesses (HUBs) and local suppliers

eQuote Process

The following diagram outlines the eQuote process. Each piece of the process is described below the diagram.



1. **Identify Need:** Determine if it is appropriate to create an eQuote.
2. **Create eRequisition:** Begin the process of creating an eRequisition.
3. **Enter eQuote details:** The eQuote functionality provides you with the flexibility to enter detailed product specifications in a format that can be viewed by suppliers. There is ample space for additional specifications and terms and conditions, as well as the ability to include up to two electronic file attachments with a size of 1.5MB or less each, which can be used to clarify the specified items or detail terms and conditions.
4. **Select suppliers:** Users can select suppliers by name or by category search, such as "Office Supplies." 2nd and 3rd level subcategories are also used to include more specific details in the search criteria. In addition, users can search for suppliers based on whether they provide a "Rush Response" (response within 4 hours). Once the suppliers are located, the user can select all suppliers to receive the eQuote (it is recommended that the number of suppliers not exceed 20, however, it is possible to include more than that). Only suppliers that have agreed to the NC E-Procurement Terms of Use and elected to participate in eQuote on the Vendor Registration site are displayed through eQuote.
5. **Review and submit eQuote:** The next step is a confirmation of details and suppliers. This stage includes sending the eQuote to the supplier.
6. **Supplier responds to eQuote submission:** Once the eQuote is submitted, suppliers will respond with their prices and specifications for the received eQuote. Each supplier can submit a price response, add items, make substitutions, add alternates, and provide details and attachments to the buyer's request.



7. **Review response and select items to add to eRequisition:** After a reasonable amount of time, the user can review the status of the request and will be able to see the supplier response and select items from that response.
8. **Complete eRequisition:** Once items have been selected or awarded from the supplier responses, they are added as line items to the eRequisition.

Review Questions

Instructions:

Answer the following questions. Please feel free to review the contents of the course and talk with classmates in order to determine the answers.

Questions:

1. What are the 8 stages of creating an eQuote?
2. True or False: The first step to create an eQuote is to create a new eRequisition.
3. True or False: eQuotes do not leave a clear audit trail.
4. What are the two methods buyers can use to locate a supplier in eQuote?

Key Summary Points

- eQuotes should be created if: 1) you can't find an item(s) on a term contract, 2) you need a rush order, 3) you need to find three suppliers to provide competitive prices for an item, and/or 4) the items you need are priced below the formal bid requirements, replacing the more manual quoting process.
- eQuote allows suppliers to provide quicker response times.
- A user only needs to create one eQuote for a desired item and can send it to as many suppliers as they wish, but 20 is the recommended maximum.
- Suppliers can be selected through 2 methods in eQuote: 1) Search for a specific supplier by name and 2) Search for a list of suppliers based on the three tiered categories displayed.



Creating an eQuote

Overview

The first step to create an eQuote is to create an eRequisition. Once an eRequisition is created, users will search for **'eQuote'** or **'punchout'** on the Catalog Home page, and then click the **'eQuote Punchout Site'** link. Contact your Security Administrator if you need eQuote functionality but do not see the eQuote link in your search.

The individual who creates the eQuote must also review and award the purchase to the selected suppliers. If you need your supervisor or purchasing agent to award it, it is recommended that you send the order information as a non-catalog item to your supervisor and allow him/her to create the eQuote. The supervisor should delete the existing non-catalog line item and add the item as an eQuote.

It is highly recommend that you gather all necessary information and finalize all documentation prior to starting the eQuote. The NC E-Procurement System will automatically log you out after 30 minutes of being idle. If this should happen, the eRequisition is automatically saved. However, the eQuote information is only saved if the user clicks the **'Save As Draft'** button. It is recommended that the user save their work at the end of every eQuote page.

As you are walking through the steps to create an eQuote, please remember that the hints should help guide you. There is also a **'Menu'** button at the bottom of the screen that will return you to the Main Menu. If stuck or off track, click **'Menu'** and select the correct section.

Scenario

Your user name for this training course is "Requester." You are in need of some T-Shirts, both short sleeved and long sleeved, with a logo screen-printed on them. After checking the available term contracts, you decide to do an eQuote.

One of the suppliers, NC Logowear, has provided several T-Shirt orders for you in the past. You would like to compare their pricing with other suppliers.



Walkthrough: Creating an eQuote & Adding Items

1. Click the **'eRequisition'** link in the **'Common Actions'** Portlet, or click **'Create'** on the Menu Bar and then select **'eRequisition.'**

The screenshot shows the NC E-Procurement @ Your Service Home Dashboard. The top navigation bar includes 'Home', 'Help', and 'Logout'. The 'Common Actions' portlet on the left has a 'Create eRequisition' link circled. The 'To Do' list is empty. The 'Search' portlet has a search bar and a 'Search' button. The 'News' section contains a welcome message and links to the punchout catalog and training resources. The 'My Documents' section is empty. The 'Purchasing Links' section on the left lists various resources and sites of interest.



NC E-Procurement @ Your Service eQuote Instructor-Led Training

2. Enter 'eQuote' in the search field.
3. Click the 'Search' button to search for the eQuote site.

The screenshot shows the NC E-Procurement eQuote interface. At the top, there's a navigation bar with 'Home', 'Help', and 'Logout'. Below it, a 'Create Search Manage Preferences' bar is visible. The main content area is titled 'RQ18576849: Untitled Requisition' and shows 'Items: 0 Total: \$0.00000 USD'. A search bar contains the text 'equote' and a red circle highlights the 'Search' button. The left sidebar lists suppliers like 'CLARCOR Air ... (268)' and 'GREGORY POOLE ... (1192)'. The main content area displays various product categories with icons and counts, such as 'AGRICULTURAL EQUIPMENT, SUPPLIES & CHEMICALS (2655)', 'APPLIANCES, ELECTRICAL, CLOCKS (14755)', 'BUILDING MATERIALS, MAINTENANCE (3540)', 'MEDICAL & LAB EQUIPMENT & SUPPLIES (3803)', 'OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (3406)', and 'OIL & GAS (114)'.



- The 'eQuote Punchout Site' link will appear in the green 'Supplier Punchout Catalog Resources' box. Click the link to punch out to the eQuote site.
- The eQuote punchout site will open on the 'Create eQuote' page.

The screenshot shows the NCE-Procurement eQuote interface. The top navigation bar includes 'Home', 'Help', and 'Logout'. The main header displays 'NCE-Procurement @your service' and 'ARIBA* SPEND MANAGEMENT'. The left sidebar contains filters for 'Category', 'Supplier', 'Language', 'Manufacturer', and 'Favorites'. The main content area shows a requisition for 'Logo Shirts eQuote' with a total of \$0.00000 USD. Below this is a search bar with 'equote' entered. The 'Supplier Punchout Catalog Resources' section is highlighted in green and contains a link to 'eQuote Punchout Site' which is circled with a dashed line. The bottom of the page shows '2 items found' and buttons for 'Add to Cart' and 'Compare'.



Note: The header for the eQuote pages contains a step-by-step guide through the eQuote process. These numbered steps function similarly to the Shortcut Menu in the NC E-Procurement System. The step that you are currently on is highlighted by a grey-shaded number. We are currently on **'Step One: Enter eQuote Info'**.

Note: The eQuote title will default to the eRequisition title, but it is possible to change the eQuote title if needed.

6. In the **'eQuote Response Due'** field, select "May 8, 2015."

Note: The **'eQuote Response Due'** field is required. It will default to six days from the date the eQuote is created if the field is not populated.

Note: You can check the **'Rush Response'** checkbox to specify that you would like to receive a response within four business hours. It is recommended that you not check this box unless it is necessary – it may limit the number of responses you receive.

7. In the **'Delivery Needed By'** field, select "May 29, 2015."

Note: You can check the **'Rush Delivery'** checkbox to indicate that you would like the item to be delivered within two business days.

8. In the **'How many items would you like to display?'** field, enter "2" and click on the **'Display'** button to add an item(s) to the eQuote. The Items section displays an area to create an item line.

NC E-Procurement A R I B A SPEND MANAGEMENT

Welcome Requester Requester
Close Punchout Catalog Shopping Session

Create eQuote

1 STEP 1: ENTER EQUOTE INFO. 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Overview

Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
Date Initiated	Apr 3, 2015 11:06AM
eQuote Title*	Logo Shirts eQuote
Your Requisition Number	RQ18576849
eQuote Response Due*	April 9 2015 <input checked="" type="checkbox"/> Rush Response <input type="checkbox"/> (Requests that the supplier responds within 4 business hours)
Ship To Address*	Requester Requester, 123 Main St., Anytown, NC 27609
FOB	Destination
Delivery Needed By	Month Day Year <input checked="" type="checkbox"/> Rush Delivery <input type="checkbox"/> (2 business days)

Items

Enter the number of line items. You will be able to enter a full description of each line item after clicking on Display.

Supplier SKU	Item Description*	Qty*	Unit
How many items would you like to display? 0 <input type="button" value="Display"/>			



9. In the **'Item Description'** field for the first item, enter "Medium T-Shirts, short sleeve, logo on left, Navy Blue."

Note: Be as specific as possible when describing the item. Include manufacturer information and or any specifications you have. Add an attachment if necessary to include all of the information.

Note: The Supplier SKU field can be used if the user knows the Supplier SKU number for the product.

10. In the **'Qty'** field, enter "25."

11. In the **'Item Description'** field for the second item, enter "Medium T-Shirts, long sleeve, logo on left, Navy Blue."

12. In the **'Qty'** field, enter "30."

13. Click on the **'Add Item'** button to enter another item description. A third item description line displays.

The screenshot displays the NC E-Procurement eQuote interface. The top navigation bar includes the NC E-Procurement logo, 'ARIBA', and 'SPEND MANAGEMENT'. The main header shows 'Create eQuote' with three steps: 1. STEP 1: ENTER EQQUOTE INFO, 2. STEP 2: SELECT SUPPLIERS, and 3. STEP 3: REVIEW AND SUBMIT. The 'Overview' section contains fields for Initiator (Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION), Date Initiated (Apr 3, 2015 11:06AM), eQuote Title (Logo Shirts eQuote), Your Requisition Number (RQ18576849), eQuote Response Due (May 8, 2015), Ship To Address (Requester Requester, 123 Main St., Anytown, NC 27609), FOB (Destination), and Delivery Needed By (May 29, 2015). The 'Items' section shows a table with columns for Supplier SKU, Item Description, Qty, and Unit. The first item has a Qty of 0 and Unit of Each. The 'Add Item' button is highlighted with a dashed circle. The 'Finish Item Edits' button is also visible.



14. In the third **'Item Description'** field, enter "Logo Design."
15. In the **'Qty'** field, enter "1."
16. In the **'Unit'** drop-down menu, set the Unit of Measure to **'Dollar.'**
17. Select the **'Service'** radio button to select the appropriate item type.

Note: When submitting an eQuote request for a service, the **'Unit'** field must be set to **'Dollar'** and the **'Qty'** field should be **'1.'** When the eQuote is awarded, the system will automatically set the appropriate **'Qty,' 'Price,'** and **'Unit of Measure'** fields on the eRequisition. Do not complete the **'Supplier SKU'** field for a service item.

Note: If you wish to have shipping charges included in the eQuote, you can add them to the request as a separate service line item.

18. Click **'Finish Item Edits'** to save the item information.
19. In the **'Additional Information'** field, enter "Shirts must be 100% cotton."
20. Note the **'Attachments'** section. It is possible to attach two 1.5MB attachments, i.e., a logo for the shirts.

Items

Enter your line item information below. The "Supplier SKU" field is optional. You may enter up to 400 characters in the description field. To add an item, click on Add Item. To delete a line item, check the box and click on Delete. Click on Finish Item Edits to save your information and view it without scrolling.

	Supplier SKU	Item Description*	Qty*	Unit	
1		Medium T-Shirts, short sleeve, logo on left, Navy Blue	25	Each	<input checked="" type="radio"/> Good <input type="radio"/> Service
2		Medium T-Shirts, long sleeve, logo on left, Navy Blue	30	Each	<input checked="" type="radio"/> Good <input type="radio"/> Service
3			0	Each	<input checked="" type="radio"/> Good <input type="radio"/> Service

Delete Add Item Finish Item Edits

Specifications

Additional Information
Use this space for product specifications and other requirements.

Substitute Products
Will you consider equal quality substitute products? ☒ Yes ☐ No



21. In the **'External Notes'** field, enter "Please contact at 555-1234 if you have any questions about the logo."

Note: External Notes are used to communicate information to the supplier. It is important that you enter your name and phone number and/or email address so the suppliers can contact you if they have any questions. If you do not enter your contact information, it will not display on the eQuote. The contact information we entered in the step above is for training purposes only.

22. In the **'Internal Notes'** field, enter "Shirts to be used for Summer conferences."

Note: Internal Notes are used to communicate information within your organization. Suppliers will not see this information.

23. Click the **'Continue'** button at the bottom of the screen. The practice exercise page displays.

The screenshot displays the NCE-Procurement eQuote form. The 'Specifications' section includes fields for 'Additional Information' (containing 'Shirts must be 100% cotton'), 'Substitute Products' (with 'Yes' selected), 'Attachments' (with a 'Browse...' button and 'Attach File' button), and 'Terms & Conditions' (with a text area containing legal disclaimers). Below this is the 'External Notes' section, which has a 'Log' field (containing 'No notes entered') and a 'Notes' field (containing a dashed oval). The 'Internal Notes' section follows, with a 'Log' field (containing 'No notes entered') and a 'Notes' field (containing a dashed oval). At the bottom right, there are 'Save As Draft' and 'Continue' buttons, with the 'Continue' button circled in red.



Practice Exercise

Adding Items

Instructions:

Using the scenario below, complete the practice exercise. You will be practicing the steps you just learned to create a new eQuote. Use the following section to help guide you through the process.

Scenario:

Your Training Department needs new Monitors for the computer lab. You've purchased from A/V Solutions before and want to try them again. You decide to send an eQuote for the monitors since you need 10 of them. To meet the quoting requirements in your organization, you will need quotes from at least three suppliers.

Be sure your eQuote title reflects what you are looking for. You need to display 2 line items since you will also need the cords to hook up your new monitors. In the description field, make sure you are very clear so the supplier can give you an accurate description and price.



Practice: Adding Items

1. In the green **'Supplier Punchout Catalog Resources'** box, click the **'eQuote Punchout Site'** link to punch out to the eQuote site.
2. The eQuote punchout site will open on the **'Create eQuote'** page.

The screenshot shows the NCE-Procurement eQuote interface. The top navigation bar includes 'Home', 'Help', and 'Logout'. The main header displays 'NCE-Procurement @your service' and 'ARIBA® SPEND MANAGEMENT'. The left sidebar contains filters for 'Category', 'Supplier', 'Language', 'Manufacturer', and 'Favorites'. The main content area shows a search for 'equote' with results under 'Supplier Punchout Catalog Resources'. The 'eQuote Punchout Site' link is circled in red. Below the search results, there are two items listed: 'Bernoulli's Equation Demonstrator Option' and 'Bernoulli's Equation Apparatus Option for H-6910- ...'. Each item has an 'Add to Cart' button and a 'Compare' button. The bottom of the page features a 'Summary' button and an 'Exit' button.



3. In the **'eQuote Title'** field, enter "LCD Computer Monitors eQuote."
4. In the **'eQuote Response Due'** field, select "April 10, 2015."
5. In the **'Delivery Needed By'** field, select "May 1, 2015."
6. In the **'How many items would you like to display?'** field, enter "2."
7. Click on the **'Display'** button to display the item description fields.

NC E-Procurement A R I B A[®] SPEND MANAGEMENT Help

Welcome Requester Requester
[Close Punchout Catalog Shopping Session](#)

Create eQuote

1 STEP 1: ENTER EQUTE INFO. 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Overview

Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
Date Initiated	Apr 3, 2015 2:32PM
eQuote Title*	LCD Computer Monitors eQuote
Your Requisition Number	RQ18576852
eQuote Response Due*	April 9 2015 Rush Response <input type="checkbox"/> (Requests that the supplier responds within 4 business hours)
Ship To Address*	Requester Requester, 123 Main St., Anytown, NC 27809
FOB	Destination
Delivery Needed By	Month Day Year Rush Delivery <input type="checkbox"/> (2 business days)

Items

Enter the number of line items. You will be able to enter a full description of each line item after clicking on Display.

Supplier SKU	Item Description*	Qty*	Unit
How many items would you like to display? 0		Display	



NC E-Procurement @ Your Service eQuote Instructor-Led Training

8. In the **'Item Description'** field for the first item, enter "LCD Monitor, 20 inch, HDMI input."
9. In the **'Qty'** field, enter "10."
10. In the **'Item Description'** field for the second item, enter "HDMI cable, 12 foot."
11. In the **'Qty'** field, enter "10."
12. Click the **'Finish Item Edits'** button.

Create eQuote

1 STEP 1: ENTER eQUOTE INFO. 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Overview

Initiator: Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION

Date Initiated: Apr 3, 2015 2:32PM

eQuote Title: LCD Computer Monitors eQuote

Your Requisition Number: RQ18578852

eQuote Response Due: April 10 2015 ☐ Rush Response (Requests that the supplier responds within 4 business hours)

Ship To Address: Requester Requester, 123 Main St., Anytown, NC 27809

FOB: Destination

Delivery Needed By: May 1 2015 ☐ Rush Delivery (2 business days)

Items

Enter your line item information below. The "Supplier SKU" field is optional. You may enter up to 400 characters in the description field. To add an item, click on Add Item. To delete a line item, check the box and click on Delete. Click on Finish Item Edits to save your information and view it without scrolling.

	Supplier SKU	Item Description	Qty	Unit	
1			0	Each	<input type="checkbox"/>
2			0	Each	<input type="checkbox"/>

Specifications

Additional Information: Use this space for product specifications and other requirements.



13. In the **'Additional Information'** field, enter "Must be able to adjust the height of the monitor."

14. In the **'External Notes'** field, enter "Please only quote HDMI cables available in black. Contact at 555-555-1234 with any questions."

Specifications	
Additional Information Use this space for product specifications and other requirements.	<div></div>
Substitute Products Will you consider equal quality substitute products?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attachments To attach a file, first click on the Browse button and navigate your hard drive to select the file. Then, click the Attach button. You can attach up to 2 files, with a size of 1.5MB or less each.	<div><input type="button" value="Browse..."/> <input type="button" value="Attach File"/></div> <p>No attachments</p>
Terms & Conditions	<p>The State of North Carolina Terms and Conditions (T&Cs) apply to this purchase. Click here [Statewide IT Procurement] for the T&Cs applicable to purchases of information technology. Click here [Purchase and Contract] for Instructions for Quote and T&Cs applicable to all other purchases. No additional T&Cs that may be attached to your response to the eQuote will be considered. You agree that your submission of an offer using your password protected access to this system constitutes an approved signature on your offer. Please contact the purchaser if you have questions.</p> <div></div>

External Notes	
Enter notes here. Notes will be sent to suppliers when you Submit the form.	
Log	No notes entered
Notes	<div></div>



15. In the '**Internal Notes**' field, enter "Monitors are for computer lab."

16. Click on the '**Continue**' button at the bottom of the screen.

Note: If you're not ready to add suppliers, click the '**Save As Draft**' button to keep any changes made to the eQuote.

Terms & Conditions
The State of North Carolina Terms and Conditions (T&Cs) apply to this purchase. Click here [\[Statewide IT Procurement\]](#) for the T&Cs applicable to purchases of information technology. Click here [\[Purchase and Contract\]](#) for Instructions for Quote and T&Cs applicable to all other purchases. No additional T&Cs that may be attached to your response to the eQuote will be considered. You agree that your submission of an offer using your password protected access to this system constitutes an approved signature on your offer. Please contact the purchaser if you have questions.

External Notes
Enter notes here. Notes will be sent to suppliers when you Submit the form.
Log: No notes entered
Notes: [Text area]

Internal Notes
This log contains a history of notes exchanged within your organization and transactions relevant to this form.
Log: No notes entered
Notes: Enter notes for members of your organization here. Suppliers cannot view the Internal Notes History. [Text area]
[Save As Draft] [Continue]
[Terms of Use](#)

Key Summary Points

- Once the eRequisition containing the eQuote is submitted, approvers who have access to your work can read internal and external notes.
- The supplier can only read external notes.



Selecting eQuote Suppliers

Overview

Users can search for eQuote suppliers by two different methods:

Search for a specific supplier(s):

The “Search for a Specific Supplier” method is helpful when you want to obtain a quote from a specific supplier or suppliers. Users find the search by supplier name helpful to locate and include vendors they work with regularly. The search for a specific supplier requires you to know the name of the supplier you need. Enter the name in the **‘Supplier Name’** field and click the **‘Search’** button. If no data is available, it means that the supplier has not registered for eQuote or the name has not been entered properly.

If you discover that a supplier is not available, you can invite a supplier to register for eQuote using the **‘Invite Supplier’** button. When you click the **‘Invite Supplier’** button, another window displays requesting information such as the Supplier Name, Contact Name, Phone or Fax, or Email. The supplier will be contacted about this eQuote and given information about registering for NC E-Procurement and participating in eQuote. Suppliers who are not registered with NC E-Procurement and with eQuote will not be able to respond to current bids. This includes those suppliers that have been invited to register but have not completed the registration process.

Suppliers can also call the NC E-Procurement Help Desk at 1-888-211-7440 and select Option “2” (vendor). The Help Desk will assist the supplier with the eQuote registration process.

Search for a list of suppliers:

The “Search for a List of Suppliers” process is helpful when you do not know the suppliers that offer the product you need. A search for a list of suppliers is performed by selecting product characteristics from specific categories and subcategories. A search by category is useful when you do not know the name of the supplier but know the product you want to buy. This search also allows you to sort to quickly locate HUB and local vendors. Searching by category can provide a longer list of potential suppliers and, ultimately, better pricing options. You can execute several different searches to locate the suppliers by using different search categories. Once the category and two subcategories have been selected, click on the **‘Search’** button to view the list of suppliers.

It is important to remember to select the supplier(s) in order to add them to the list to receive your eQuote request. You can send the same eQuote to a maximum of twenty suppliers at one time.

Scenario

This scenario begins where we left off in the last classroom walkthrough. You are ready to add the suppliers to the eQuote that you created in the Topic 2 walkthrough for “Logo Shirts eQuote - 5/8/15.” This scenario builds on the walkthrough in the last topic. We are starting from the completed eQuote information page and continuing to the second step of creating an eQuote: selecting suppliers to receive the request for a quote.



Walkthrough: Selecting Suppliers

1. You have already completed the eQuote information fields and have scrolled down the page and clicked the 'Continue' button to move to the Select Suppliers step. The 'Select Suppliers' page displays.

NC E-Procurement A R I B A[®] SPEND MANAGEMENT

Welcome Requester Requester
Close Punchout Catalog Shopping Session

Create eQuote

1 STEP 1: ENTER eQUOTE INFO 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Overview

Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
Date Initiated	Apr 3, 2015 11:06AM
eQuote Title*	Logo Shirts eQuote
Your Requisition Number	RQ18576849
eQuote Response Due*	May 8 2015 Rush Response <input type="checkbox"/> (Requests that the supplier responds within 4 business hours)
Ship To Address*	Requester Requester, 123 Main St., Anytown, NC 27609
FOB	Destination
Delivery Needed By	May 29 2015 Rush Delivery <input type="checkbox"/> (2 business days)

Items

Enter your line item information below. The "Supplier SKU" field is optional. You may enter up to 400 characters in the description field. To add an item, click on Add Item. To delete a line item, check the box and click on Delete. Click on Finish Item Edits to save your information and view it without scrolling.

	Supplier SKU	Item Description*	Qty*	Unit
1 <input type="checkbox"/>		Medium T-Shirts, short sleeve, logo on left, Navy Blue	25	Each
2 <input type="checkbox"/>		Medium T-Shirts, long sleeve, logo on left, Navy Blue	30	Each

☐ Good ☐ Service

☐ Good ☐ Service

Delete Add Item Finish Item Edits



Note: The steps on the header of the eQuote page now indicate that we are on **'Step 2: Select Suppliers.'**

2. In the **'Supplier Name'** field, enter "NC Logowear."

Note: This field is used to conduct a search by supplier name.

3. Click on the **'Search'** button in the **'Search for a Specific Supplier'** section. The Supplier record displays in the **'Supplier Search Results'** section.

NC E-Procurement A R I B A [®] SPEND MANAGEMENT

Help +

Welcome Requester Requester

Close Punchout Catalog Shopping Session

Create eQuote: Select Suppliers

1 STEP 1: ENTER eQUOTE INFO 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Search for a Specific Supplier

Supplier Name*

Search for a List of Suppliers

Category Selection* Select a First Level category *Required

Second Level Category* Select a Second Level category *Required

Third Level Category* Select a Third Level category * Required

Rush Response ☐

Supplier Search Results

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
------	-----	---------------	------	-------	--------

Suppliers Selected for eQuote

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
No Data Available					

Items 1-0 of 0



4. Scroll down the page and click the checkbox located next to the supplier name.

5. Click on the 'Add To eQuote' button in the 'Supplier Search Results' box.

Note: This adds the supplier to the list of recipients for this eQuote. This list is displayed in the 'Suppliers Selected for eQuote' section.

6. Click on the 'Return To Search' button at the bottom of the screen. The 'Supplier Search' fields display.

Rush Response

Search

Supplier Search Results

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> NC Logowear			Raleigh	NC	Wake

Add To eQuote

Invite Supplier

Items 1-1 of 1. Page 1 of 1

Display: 20 items

Suppliers Selected for eQuote

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
No Data Available					

Delete All

Delete

Items 1-0 of 0

Return To Search

Save As Draft

Continue



7. In the **'Category Selection'** field, select "Apparel and Luggage and Personal Care Products."

Note: The **'Search for a List of Suppliers'** section is used to search by product type for additional suppliers to add to the eQuote. It is recommended that you add several suppliers for the best price options.

8. In the **'Second Level Category'** field, select "Clothing."

9. In the **'Third Level Category'** field, select "T-shirts."

Note: You must select first, second, and third level categories before searching for the supplier.

10. Click on the **'Search'** button in the **'Search for a List of Suppliers'** box. Your search results display. Scroll down the screen to review the search results in the **'Supplier Search Results'** section.

The screenshot shows the 'Create eQuote: Select Suppliers' page. At the top, there's a navigation bar with the NC E-Procurement logo, 'A R I B A' logo, and 'SPEND MANAGEMENT' text. A 'Help' link is in the top right. Below the navigation bar, a 'Welcome Requester Requester' message is displayed. The main section is titled 'Create eQuote: Select Suppliers' and includes a progress indicator with three steps: 1. STEP 1: ENTER EQUOTE INFO., 2. STEP 2: SELECT SUPPLIERS (current step), and 3. STEP 3: REVIEW AND SUBMIT.

There are two main search sections:

- Search for a Specific Supplier:** Includes a 'Supplier Name' input field and a 'Search' button.
- Search for a List of Suppliers:** Includes three dropdown menus for 'Category Selection', 'Second Level Category', and 'Third Level Category', each with a 'Required' label. There is also a 'Rush Response' checkbox and a 'Search' button.

Below the search sections is the **Supplier Search Results** section. It contains a yellow instruction box: 'Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.' Below this is a table with columns: Name, HUB, Rush Response, City, State, and County. The first row shows 'NC Logo' as the name, with 'Raleigh' as the city, 'NC' as the state, and 'Wake' as the county.



Note: Supplier search results display in a column format. The columns contain the following information: supplier name, whether they are a HUB vendor, whether they offer rush responses, and the supplier's City, State, and County. Users can sort by these columns by clicking the up and down arrows located next to the column heading.

11. Sort by the HUB indicator by clicking on the up and down arrows next to the **'HUB'** header (You may need to click twice to see those vendors marked as **'HUB'** at the top of your list).

Note: If you click on a supplier's name, it is a link to the **'Supplier Information Page.'** This information page is also called a marketing page. The suppliers create it when they set up their eQuote account.

12. Place a checkmark in the boxes next to "THE LOGO BOSS, LLC" and "TSC, Inc" to select the suppliers.

13. Click on the **'Add To eQuote'** button to add "THE LOGO BOSS, LLC" and "TSC, Inc" to the list of suppliers for this eQuote. "THE LOGO BOSS, LLC" and "TSC, Inc" display in the **'Suppliers Selected for eQuote'** section.

Supplier Search Results

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> pyramid enterprise supplies		✓	Solon	OH	
<input checked="" type="checkbox"/> THE LOGO BOSS, LLC		✓	Wilmington	NC	New Hanover
<input checked="" type="checkbox"/> TSC, Inc		✓	Cary	NC	Wake
<input type="checkbox"/> Uniforms Galore, LLC		✓	Washington	NC	Beaufort
<input type="checkbox"/> AC Promotions, LLC		✓	Raleigh	NC	Wake
<input type="checkbox"/> Suits USA, Inc		✓	Mount Airy	NC	Surry

Select All Add To eQuote Invite Supplier

Items 1-20 of 959 Page 1 of 48 Display: 20 items

Suppliers Selected for eQuote

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
<input checked="" type="checkbox"/> NC Logoswear			Raleigh	NC	Wake

Delete All Delete

Items 1-1 of 1

Return To Search Save As Draft Continue



14. Click on the **'Invite Supplier'** button at the bottom of the page to invite a supplier who is not yet registered in the system. The **'Invite Suppliers to Join the North Carolina E-Procurement Service'** page displays.

Note: The invite supplier functionality should be used when a supplier cannot be located using the eQuote supplier search methods. Invited suppliers cannot respond to an existing or current quote. Suppliers can only respond to eQuotes once they have completed the eQuote registration process.

<input type="checkbox"/>	J & A Embroidery	✓		Conetoe	NC	Edgecombe
<input type="checkbox"/>	AC Promotions, LLC	✓		Raleigh	NC	Wake
<input type="checkbox"/>	Suits USA, Inc.	✓		Mount Airy	NC	Surry

[Select All](#)
[Add To eQuote](#)
[Invite Supplier](#)

Items 1-20 of 959. Page 1 of 48 Display: 20 items

Suppliers Selected for eQuote

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> NC Logowear			Raleigh	NC	Wake
<input type="checkbox"/> THE LOGO BOSS, LLC	✓		Wilmington	NC	New Hanover
<input type="checkbox"/> TSC, Inc	✓		Cary	NC	Wake

[Delete All](#)
[Delete](#)

Items 1-3 of 3

[Return To Search](#)
[Save As Draft](#)
[Continue](#)



15. In the **'Supplier Name'** field, enter "Bob's Tees."

16. In the **'Contact Name'** field, enter "Bob Evans."

17. In the **'Phone'** field, enter "555-555-1212."

18. In the **'Fax'** field, enter "555-555-1213."

Note: Although the **'Fax'** field says "Optional," the user must enter data into the **'Phone'** field or the **'Fax'** field.

19. In the **'E-mail Address'** field, enter "bob.evans@bobtees.com."

20. Click on the **'Submit'** button at the bottom of the screen to close this window and return to the eQuote.

The screenshot shows a web form titled "Invite Suppliers To Join the North Carolina E-Procurement Service". Below the title is a yellow instruction box: "If you have a supplier who is not currently registered to receive eQuotes, please tell us about your supplier using the form below. The supplier will be contacted with information about enrolling in the NC E-Procurement Service and participating in eQuote. Please supply a valid email address in addition to the other required information." The form contains five input fields: "Supplier Name*", "Contact Name*", "Phone*", "FAX (Optional)", and "E-mail Address (*Required)". A dashed oval highlights the first four fields. At the bottom right, there are two buttons: "Cancel" and "Submit", with the "Submit" button also circled by a dashed oval. The footer of the form reads "Copyright © 2003. All Rights Reserved."



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21. Click on the **'Continue'** button at the bottom of the screen to proceed to the eQuote confirmation screen.

<input type="checkbox"/>	J & A Embroidery	✓		Conetoe	NC	Edgecombe
<input type="checkbox"/>	AC Promotions, LLC	✓		Raleigh	NC	Wake
<input type="checkbox"/>	Suits USA, Inc.	✓		Mount Airy	NC	Surry

Select All Add To eQuote Invite Supplier

Items 1-20 of 959 Page 1 of 48 Display: 20 items

Suppliers Selected for eQuote

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> NC Logowear			Raleigh	NC	Wake
<input type="checkbox"/> THE LOGO BOSS, LLC	✓		Wilmington	NC	New Hanover
<input type="checkbox"/> TSC, Inc.	✓		Cary	NC	Wake

Delete All Delete

Items 1-3 of 3

Return To Search Save As Draft **Continue**



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22. View the eQuote confirmation screen and click on the **'Submit'** button at the bottom of the screen to send the eQuote to the three suppliers.

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Help

Welcome Requester Requester

Close Purchasing Catalog Shopping Session

Create eQuote - Review and Submit

1 STEP 1: ENTER eQUOTE INFO

2 STEP 2: SELECT SUPPLIERS

3 STEP 3: REVIEW AND SUBMIT

Instructions

Please review your work to make sure all of the information is correct and then click on Submit at the bottom of this page. To make changes, click on Edit.

Overview

Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
Date Initiated	Apr 3, 2015 11:08AM
eQuote Title	Logo Shirts eQuote
Your Requisition Number	RQ18576849
eQuote Response Due	May 8, 2015
Ship To Address	123 Main St. Anytown NC 27609
FOB	Destination
Delivery Needed By	May 29, 2015

Items

Supplier SKU	Item Description	Qty	Unit	Classification
	Medium T-Shirts, short sleeve, logo on left, Navy Blue	25	Each	Good
	Medium T-Shirts, long sleeve, logo on left, Navy Blue	30	Each	Good
	Logo Design	1	Dollar	Service

Specifications

Additional Information	Shirts must be 100% cotton
Substitute Products	Yes
Attachments	No attachments
Terms & Conditions	The State of North Carolina Terms and Conditions (T&Cs) apply to this purchase. Click here [Statewide IT Procurement] for the T&Cs applicable to purchases of information technology. Click here [Purchase and Contract] for Instructions for Quote and T&Cs applicable to all other purchases. No additional T&Cs that may be attached to your response to the eQuote will be considered. You agree that your submission of an offer using your password protected access to this system constitutes an approved signature on your offer. Please contact the purchaser if you have questions.
Selected Supplier(s)	NC Logowear, THE LOGO BOSS, LLC, TSC, Inc

External Notes

Notes	Please only quote HDMI cables available in black. Contact at 555-555-1234 with any questions.
-------	---

Internal Notes

Log	No notes entered
Notes	Monitors are for computer lab

Edit

Save As Draft

Submit



Practice Exercise

Selecting Suppliers

Instructions:

Using the scenario below, complete the practice exercise. You will be practicing the steps you just learned to add suppliers to an eQuote. Use the steps following this section to help guide you through the process in the practice example.

Scenario:

In order to complete this practice exercise, we are going to return to the "Adding Items" practice exercise scenario for computer monitors. In the previous practice exercise, we added the items to the eQuote. In this practice exercise, we need to add the suppliers.

First, conduct a search by supplier name for "A/V Solutions" then add the supplier to your eQuote. Next, conduct a search by category for "Information Technology Broadcasting and Telecommunications," with sub-category searches for "Computer Equipment and Accessories" and "Computer displays." Once you have executed this search, add "JCS Technology" and "Enterprise Network Services" to the eQuote. You should now have a total of 3 suppliers on the eQuote.

Once you have your list of suppliers, view the confirmation details screen and submit the eQuote.



Practice: Selecting Suppliers

1. In the 'Supplier Name' field, enter "A/V Solutions."
2. Click the 'Search' button. The 'Search for a List of Suppliers' page displays. Scroll down the page to view the supplier in the 'Supplier Search Results'.

NC E-Procurement A R I B A * SPEND MANAGEMENT Help

Welcome Requester Requester
Close Punchout Catalog Shopping Session

Create eQuote: Select Suppliers

1 STEP 1: ENTER EQUTE INFO 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Search for a Specific Supplier

Supplier Name*

Search for a List of Suppliers

Category Selection* Select a First Level category *Required

Second Level Category* Select a Second Level category *Required

Third Level Category* Select a Third Level category *Required

Rush Response ☐

Supplier Search Results

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
------	-----	---------------	------	-------	--------

Suppliers Selected for eQuote

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
No Data Available					

Items 1-0 of 0



3. Click the checkbox next to your supplier selection.
4. Click on the 'Add To eQuote' button in the 'Supplier Search Results' box. The supplier is added to the 'Suppliers Selected for eQuote' section.
5. Click on the 'Return to Search' button at the bottom of the page. The 'Step 2: Select Suppliers' page displays.

Search for a Specific Supplier

Supplier Name*

Search

Search for a List of Suppliers

Category Selection*
Select a First Level category *Required

Second Level Category*
Select a Second Level category *Required

Third Level Category*
Select a Third Level category *Required

Rush Response
☐

Search

Supplier Search Results

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> AV Solutions			GOLDSBORO	NC	Wayne

Add To eQuote Invite Supplier

Items 1-1 of 1. Page 1 of 1

Display: 20 items

Suppliers Selected for eQuote

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
No Data Available					

Delete All Delete

Items 1-0 of 0

Return To Search Save As Draft Continue



6. In the **'Category Selection'** field, select "Information Technology Broadcasting and Telecommunications."
7. In the **'Second Level Category'** field, select "Computer Equipment and Accessories."
8. In the **'Third Level Category'** field, select "Computer displays."
9. Click on the **'Search'** button in the **'Search for a List of Suppliers'** box. The search results display.

NCE-Procurement A R I B A* SPEND MANAGEMENT Help

Welcome Requester Requester
[Close Punchout Catalog Shopping Session](#)

Create eQuote: Select Suppliers 1 STEP 1: ENTER eQUOTE INFO. 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Search for a Specific Supplier

Supplier Name*

[Search](#)

Search for a List of Suppliers

Category Selection*

Second Level Category*

Third Level Category*

Rush Response ☐

[Search](#)

Supplier Search Results

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	AV Solutions			GOLDSBORO	NC	Wayne

[Add To eQuote](#) [Invite Supplier](#)

Items 1-1 of 1. Page 1 of 1 Display: 20 items



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10. Sort by the County indicator by clicking on the up and down arrows next to the **'County'** header.
11. Place a checkmark in the boxes next to "JCS Technology" and "Enterprise Network Services."
12. Click on the **'Add To eQuote'** button to add "JCS Technology" and "Enterprise Network Services" to the eQuote. The selected suppliers display in the **'Suppliers Selected for eQuote'** section located at the bottom of the page.

Supplier Search Results
Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

<input type="checkbox"/>	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	Leser Logics, Inc.			Boonville	NC	Yadkin
<input type="checkbox"/>	UPPER COASTAL PLAIN COUNCIL			Wilson	NC	Wilson
<input type="checkbox"/>	Parker Products Inc.			Wilson	NC	Wilson
<input type="checkbox"/>	COMPUTER CENTRAL OF WILSON INC			WILSON	NC	Wilson
<input type="checkbox"/>	Aisymmetry LLC			Research Triangle Park	NC	Wake
<input type="checkbox"/>	JCS Technology			Garner	NC	Wake
<input type="checkbox"/>	Cruellium LLC		✓	Morrisville	NC	Wake
<input type="checkbox"/>	Enterprise Network Services			Raleigh	NC	Wake

[Select All](#) [Add To eQuote](#) [Invite Supplier](#)

Items 1-20 of 1795. Page 1 of 90 [▶](#) Display: 20 items ▼

Suppliers Selected for eQuote
Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

<input type="checkbox"/>	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	A/V Solutions			GOLDSBORO	NC	Wayne

[Delete All](#) [Delete](#)

Items 1-1 of 1

[Return To Search](#) [Save As Draft](#) [Continue](#)



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- Click the **'Continue'** button at the bottom of the screen to proceed to the eQuote confirmation screen.

Create eQuote: Select Suppliers

1 STEP 1: ENTER eQUOTE INFO

2 STEP 2: SELECT SUPPLIERS

3 STEP 3: REVIEW AND SUBMIT

Search for a Specific Supplier

Supplier Name*

Search

Search for a List of Suppliers

Category Selection*

Select a First Level category *Required

Second Level Category*

Select a Second Level category *Required

Third Level Category*

Select a Third Level category * Required

Rush Response

☐

Search

Supplier Search Results

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	Laser Logic, Inc.			Boonville	NC	Yadkin
<input type="checkbox"/>	UPPER COASTAL PLAIN COUNCIL			Wilson	NC	Wilson
<input type="checkbox"/>	Parker Products Inc.			Wilson	NC	Wilson
<input type="checkbox"/>	Asymmetry LLC			Research Triangle Park	NC	Wake
<input type="checkbox"/>	JCS Technology			Garner	NC	Wake
<input type="checkbox"/>	Cruallium LLC		<input checked="" type="checkbox"/>	Monticville	NC	Wake
<input type="checkbox"/>	Enterprise Network Services			Raleigh	NC	Wake

Select All

Add To eQuote

Invite Supplier

Items 1-20 of 1795. Page 1 of 90

Display: 20 items

Suppliers Selected for eQuote

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	A/V Solutions			GOLDSBORO	NC	Wayne
<input type="checkbox"/>	JCS Technology			Garner	NC	Wake
<input type="checkbox"/>	Enterprise Network Services			Raleigh	NC	Wake

Delete All

Delete

Items 1-3 of 3

Return To Search

Save As Draft

Continue



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- Review the eQuote confirmation page and click on the **'Submit'** button at the bottom of the screen to send the eQuote to the three suppliers.

Create eQuote - Review and Submit

1 STEP 1: ENTER eQUOTE INFO

2 STEP 2: SELECT SUPPLIERS

3 STEP 3: REVIEW AND SUBMIT

Instructions

Please review your work to make sure all of the information is correct and then click on Submit at the bottom of this page. To make changes, click on Edit.

Overview

Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
Date Initiated	Apr 3, 2015 3:03PM
eQuote Title	LCD Computer Monitors eQuote - 4/10/15
Your Requisition Number	RQ18578852
eQuote Response Due	April 10, 2015
Ship To Address	123 Main St. Anytown NC 27809
FOB	Destination
Delivery Needed By	May 1, 2015

Items

Supplier SKU	Item Description	Qty	Unit	Classification
	LCD Monitor, 20 inch, HDMI input	10	Each	Good
	HDMI cable, 12 foot	10	Each	Good

Specifications

Additional Information	Must be able to adjust the height of the monitor
Substitute Products	Yes
Attachments	No attachments
Terms & Conditions	The State of North Carolina Terms and Conditions (T&Cs) apply to this purchase. Click here [Statewide IT Procurement] for the T&Cs applicable to purchases of information technology. Click here [Purchase and Contract] for Instructions for Quote and T&Cs applicable to all other purchases. No additional T&Cs that may be attached to your response to the eQuote will be considered. You agree that your submission of an offer using your password protected access to this system constitutes an approved signature on your offer. Please contact the purchaser if you have questions.
Selected Supplier(s)	A/V Solutions, JCS Technology, Enterprise Network Services

External Notes

Notes	Please only quote HDMI cables available in black. Contact at 555-555-1234 with any questions.
-------	---

Internal Notes

Log	No notes entered
Notes	Monitors are for computer lab

Edit

Save As Draft

Submit



Optional – Summary Exercise

Create an eQuote

Instructions:

Using the scenario below, perform the practice exercise. Please feel free to consult the contents of the course as well as classmates if you need help completing the exercise.

Scenario:

You are looking for new LCD projectors that you need by April 30th for presentations at the conferences you and your team will be attending this summer. You need a response to this eQuote by April 9th.

At the maximum your team will be attending 3 simultaneous conferences, so you'll need 3 new projectors. You see that Professional Video sells other types of projectors, so you think they may have LCD projectors as well. Create a title that reflects the item you need and add an item description to the eQuote.

When you reach the '**Select Supplier**' screen, conduct a search for "Professional Video," since you think they may have the projectors you are looking for. When the search results display, add "Professional Video" to your eQuote. Continue searching by category using "Printing and Photographic and Audio and Visual Equipment and Supplies" as the First Level category and "Audio and visual presentation and composing equipment" and "Projectors and supplies" as the two subcategories.

View the supplier search results. Select "KENNEDY OFFICE SUPPLY, INC." and "RTS Technology" and add them to your eQuote. Your eQuote will be sent to 3 different suppliers. Continue onto the next screen and submit your eQuote.



Optional – Summary Exercise: Creating an eQuote

1. Click the **'eRequisition'** link in the **'Common Actions'** Portlet, or click **'Create'** on the Menu Bar and then select **'eRequisition.'**

The screenshot displays the NC E-Procurement Home Dashboard. At the top, the navigation bar includes 'Create', 'Search', 'Manage', and 'Preferences'. The 'Common Actions' portlet on the left contains a 'Create' button with a dashed circle around it, and a list of actions: 'eRequisition', 'Address Maintenance', 'User Maintenance', 'Manage', 'Receive', and 'Reports'. The 'To Do' table is empty. The 'Search' portlet shows a list of search options: 'Catalog', 'eRequisition', 'Purchase Order', 'Receipt', 'User Profile', 'Address Maintenance', and 'More...'. The 'News' portlet contains a welcome message and links to 'Punchout Catalog Availability' and 'Training Resources'. The 'My Documents' table is empty. The 'Purchasing Links' portlet lists various resources and sites of interest.



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2. Enter 'eQuote' in the search field.
3. Click the 'Search' button to search for the eQuote site.

The screenshot shows the NC E-Procurement Ariba Spend Management interface. The top navigation bar includes 'Home', 'Help', and 'Logout'. Below the navigation bar, there are tabs for 'Create', 'Search', 'Manage', and 'Preferences'. The main content area is titled 'RQ18576854: Untitled Requisition' and shows 'Items: 0 Total: \$0.00000 USD'. A search bar is present with the text 'equote' entered and a 'Search' button. The search results are displayed in a grid format, showing various categories and their item counts. The categories include:

- AGRICULTURAL EQUIPMENT, SUPPLIES & CHEMICALS (2655)
 - AGRICULTURAL EQUIPMENT AND SUPPLIES (2225)
 - CHEMICALS (430)
- APPLIANCES, ELECTRICAL, CLOCKS (14755)
 - APPLIANCES (3279)
 - ELECTRICAL EQUIPMENT (11476)
- BUILDING MATERIALS, MAINTENANCE (3540)
 - BUILDING MATERIALS (3266)
 - JANITORIAL SUPPLIES AND EQUIPMENT (21)
 - PAINT AND PAINT MATERIALS (253)
- MEDICAL & LAB EQUIPMENT & SUPPLIES (3803)
 - DRUGS & MEDICINES (33)
 - LABORATORY EQUIPMENT AND SUPPLIES (60)
 - MEDICAL EQUIPMENT AND SUPPLIES (3710)
- OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (3406)
 - OFFICE EQUIPMENT AND SUPPLIES (3398)
 - PAPER AND PAPER PRODUCTS/PLASTICS (8)
- OIL & GAS (114)
 - 405-00: FUEL OIL, GREASE AND LUBRICANTS (64)
 - 720-00: PUMPING EQUIPMENT AND ACCESSORIES (50)



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4. In the green **'Supplier Punchout Catalog Resources'** box, click the **'eQuote Punchout Site'** link to punch out to the eQuote site.
5. The eQuote punchout site will open on the **'Create eQuote'** page.

The screenshot displays the NCE-Procurement Ariba Spend Management interface. The top navigation bar includes 'Home', 'Help', and 'Logout'. The main header shows 'NCE-Procurement @your service' and 'ARIBA SPEND MANAGEMENT'. The left sidebar contains filters for 'Category', 'Supplier', 'Language', 'Manufacturer', and 'Favorites'. The main content area shows a search for 'equote' with results for 'Bernoulli's Equation Demonstrator Option' and 'Bernoulli's Equation Apparatus Option'. A green box labeled 'Supplier Punchout Catalog Resources' is visible, containing a link to 'eQuote Punchout Site'. The bottom of the page has a yellow banner with the text 'Can't find what you are looking for? Create a non-catalog item.'

Refine your results

Category
Uncategorized Items (1)

Supplier
Equote Punchout (1)

Language
English (3)

Manufacturer
eQuote Punchout (1)

Favorites
Recent Choices

RQ18576854: Untitled Requisition

Items: 0 Total: \$0.00000 USD

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Catalog Home

Catalog equote Search Options

Create Non-Catalog Item

Supplier Part #:

Manufacturer Part #:

Contract ID:

Your search path: Catalog > "equote"

Supplier Punchout Catalog Resources

Equote Punchout (4)
eQuote Punchout Site

Shorten View

2 items found

Sort By: Relevance | Price | Name View: Details | Thumbnails

Add to Cart Compare Add to Favorites

Bernoulli's Equation Demonstrator Option
\$3,204.35 USD
Qty: 1
Add to Cart Add to Favorites

Supplier: Hampden Engineering Corporation
Supplier Part #: H-6910-10
Term Contract: 924A
Available in: 90 Day(s)

Bernoulli's Equation Demonstrator Option

Bernoulli's Equation Apparatus Option for H-6910- ...
\$3,925.40 USD
Qty: 1
Add to Cart Add to Favorites

Supplier: Hampden Engineering Corporation
Supplier Part #: H-6910-12-10
Term Contract: 924A
Available in: 90 Day(s)

Bernoulli's Equation Apparatus Option for H-6910-12A

Add to Cart Compare Add to Favorites

Can't find what you are looking for? Create a non-catalog item.

Summary Exit



6. In the **'eQuote Title'** field, enter "LCD Projectors eQuote."
7. Note that the **'eQuote Response Due'** field defaulted to "April 9, 2015."
8. In the **'Delivery Needed By'** field, select "April 30, 2015."
9. In the **'How many items would you like to display?'** field, enter "1."
10. Click on the **'Display'** button to create a line item in the eQuote.

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Welcome Requester Requester
[Close Punchout Catalog Shopping Session](#)

Create eQuote

1 STEP 1: ENTER eQUOTE INFO. **2 STEP 2: SELECT SUPPLIERS** **3 STEP 3: REVIEW AND SUBMIT**

Overview	
Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
Date Initiated	Apr 3, 2015 3:52PM
eQuote Title*	<input type="text" value="LCD Projectors eQuote"/>
Your Requisition Number	RQ18576854
eQuote Response Due*	April 9 2015 <input type="checkbox"/> Rush Response (Requests that the supplier responds within 4 business hours)
Ship To Address*	Requester Requester, 123 Main St., Anytown, NC 27809
FOB	Destination
Delivery Needed By*	Month Day Year <input type="checkbox"/> Rush Delivery (2 business days)

Items	
Enter the number of line items. You will be able to enter a full description of each line item after clicking on Display.	
Supplier SKU	Item Description*
How many items would you like to display? 0 <input type="button" value="Display"/>	



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11. In the **'Item Description'** field, enter "LCD projector, 3,000 Lumens, carrying case included, 2-year warranty."
12. In the **'Qty'** field, enter "3."
13. Click on the **'Finish Item Edits'** button.

NC E-Procurement A R I B A[®] SPEND MANAGEMENT Help

Welcome Requester Requester
[Close Punchout Catalog Shopping Session](#)

Create eQuote

1 STEP 1: ENTER EQUOTE INFO. 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Overview

Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
Date Initiated	Apr 3, 2015 3:52PM
eQuote Title*	LCD Projectors eQuote
Your Requisition Number	RQ18576854
eQuote Response Due*	April 9 2015 Rush Response <input type="checkbox"/> (Requests that the supplier responds within 4 business hours)
Ship To Address*	Requester Requester, 123 Main St., Anytown, NC 27609
FOB	Destination
Delivery Needed By	April 30 2015 Rush Delivery <input type="checkbox"/> (2 business days)

Items

Enter your line item information below. The "Supplier SKU" field is optional. You may enter up to 400 characters in the description field. To add an item, click on Add Item. To delete a line item, check the box and click on Delete. Click on Finish Item Edits to save your information and view it without scrolling.

	Supplier SKU	Item Description*	Qty*	Unit
1 <input type="checkbox"/>			0	Each

☐ Good ☐ Service

Delete Add Item Finish Item Edits



14. In the **'Additional Information'** field, enter "Does not have to be able to be ceiling mounted, table-top is fine."

15. Scroll down to the **'External Notes'** field and enter "Please only quote projectors that are Wi-Fi enabled. Please contact at 919-555-1234 with any questions."

Note: It is helpful to enter your name and your phone number and/or your email for the suppliers to contact you if they have any questions.

16. In the **'Internal Notes'** field, enter "Projectors are for classrooms and presentations at summer conferences."

17. Click on the **'Continue'** button.

The screenshot displays the eQuote form interface. The 'Specifications' section includes fields for 'Additional Information', 'Substitute Products', 'Attachments', and 'Terms & Conditions'. The 'External Notes' section has a 'Log' and a 'Notes' field. The 'Internal Notes' section has a 'Log' and a 'Notes' field. Dashed circles highlight the input fields for 'Additional Information', 'External Notes', and 'Internal Notes'. The 'Continue' button is highlighted in the bottom right corner.

Specifications

Additional Information
Use this space for product specifications and other requirements.

Substitute Products
Will you consider equal quality substitute products? ☐ Yes ☐ No

Attachments
To attach a file, first click on the Browse button and navigate your hard drive to select the file. Then, click the Attach button. You can attach up to 2 files, with a size of 1.5MB or less each.

Terms & Conditions
The State of North Carolina Terms and Conditions (T&Cs) apply to this purchase. Click here [\[Statewide IT Procurement\]](#) for the T&Cs applicable to purchases of information technology. Click here [\[Purchase and Contract\]](#) for Instructions for Quote and T&Cs applicable to all other purchases. No additional T&Cs that may be attached to your response to the eQuote will be considered. You agree that your submission of an offer using your password protected access to this system constitutes an approved signature on your offer. Please contact the purchaser if you have questions.

External Notes
Enter notes here. Notes will be sent to suppliers when you Submit the form.

Log
No notes entered

Notes

Internal Notes
This log contains a history of notes exchanged within your organization and transactions relevant to this form.

Log
No notes entered

Notes
Enter notes for members of your organization here. Suppliers cannot view the Internal Notes History.

Save As Draft **Continue**



18. In the **'Supplier Name'** field, enter "Professional Video."

19. Click on the **'Search'** button. The search results display.

NCE-Procurement A R I B A[®] SPEND MANAGEMENT Help

Welcome Requester Requester
[Close Punchout Catalog Shopping Session](#)

Create eQuote: Select Suppliers

1 STEP 1: ENTER eQUOTE INFO 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Search for a Specific Supplier

Supplier Name* Search

Search for a List of Suppliers

Category Selection*

Second Level Category*

Third Level Category*

Rush Response ☐

Search

Supplier Search Results

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.



20. Scroll down to the **'Supplier Search Results'** section and click on the checkbox next to "Professional Video" to select the supplier.
21. Click on the **'Add To eQuote'** button.
22. Click on the **'Return To Search'** button. The **'Select Suppliers'** page displays.

Search for a Specific Supplier
Supplier Name*

Search for a List of Suppliers
Category Selection*
Second Level Category*
Third Level Category*
Rush Response ☐

Supplier Search Results
Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> Professional Video		<input checked="" type="checkbox"/>	Raleigh	NC	Wake

Items 1-1 of 1. Page 1 of 1

Display: 20 items

Suppliers Selected for eQuote
Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
No Data Available					

Items 1-0 of 0



23. In the **'Category Selection'** field, select "Printing and Photographic and Audio and Visual Equipment and Supplies."
24. In the **'Second Level Category'** field, select "Audio and visual presentation and composing equipment."
25. In the **'Third Level Category'** field, select "Projectors and supplies."
26. Click on the **'Search'** button in the **'Search for a List of Suppliers'** box. The search results display.

NC E-Procurement A R I B A[®] SPEND MANAGEMENT Help

Welcome Requester Requester
Close Punchout Catalog Shopping Session

Create eQuote: Select Suppliers

1 STEP 1: ENTER EQQUOTE INFO. 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Search for a Specific Supplier

Supplier Name*

Search for a List of Suppliers

Category Selection*

Second Level Category*

Third Level Category*

Rush Response ☐

Supplier Search Results

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.



27. Sort by the HUB indicator by clicking on the up and down arrows next to the **'HUB'** header.

28. Place a checkmark in the boxes next to "KENNEDY OFFICE SUPPLY, INC." and "RTS Technology."

29. Click on the **'Add To eQuote'** button to add "KENNEDY OFFICE SUPPLY, INC." and "RTS Technology" to the eQuote. The selected suppliers display in the **'Suppliers Selected for eQuote'** section of the page.

Supplier Search Results

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> THE SOUNDSIDE GROUP INC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MERRY HILL	NC	Bertie
<input type="checkbox"/> A & S Solutions LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jacksonville	NC	Onslow
<input type="checkbox"/> Computer Functions, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charlotte	NC	Mecklenburg
<input type="checkbox"/> Advanced Computer Electronics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Alexandria	VA	
<input checked="" type="checkbox"/> KENNEDY OFFICE SUPPLY, INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Raleigh	NC	Wake
<input type="checkbox"/> LPS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Durham	NC	Durham
<input type="checkbox"/> The Echos Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Durham	NC	Durham
<input checked="" type="checkbox"/> RTS Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanford	NC	Lee
<input type="checkbox"/> FF&E Innovation, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charlotte	NC	Mecklenburg

Select All
Add To eQuote
Invite Supplier

Items 1-20 of 1351. Page 1 of 68
Display: 20 items

Suppliers Selected for eQuote

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> Professional Video	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Raleigh	NC	Wake

Delete All
Delete

Items 1-1 of 1

Return To Search
Save As Draft
Continue



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30. Click the **'Continue'** button to proceed to the eQuote confirmation screen.

Create eQuote: Select Suppliers

1 STEP 1: ENTER eQUOTE INFO. 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Search for a Specific Supplier

Supplier Name*

[Search](#)

Search for a List of Suppliers

Category Selection*

Second Level Category*

Third Level Category*

Rush Response ☐

[Search](#)

Supplier Search Results

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> THE SOUND SIDE GROUP INC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MERRY HILL	NC	Bertie
<input type="checkbox"/> A & S Solutions LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jacksonville	NC	Onslow
<input type="checkbox"/> The Echos Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Durham	NC	Durham
<input type="checkbox"/> RTS Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanford	NC	Lee
<input type="checkbox"/> FF&E Innovation, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charlotte	NC	Mecklenburg

[Select All](#) [Add To eQuote](#) [Invite Supplier](#)

Items 1-20 of 1351. Page 1 of 68 [▶](#) Display: 20 items

Suppliers Selected for eQuote

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> Professional Video	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Raleigh	NC	Wake
<input type="checkbox"/> KENNEDY OFFICE SUPPLY, INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Raleigh	NC	Wake
<input type="checkbox"/> RTS Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanford	NC	Lee

[Delete All](#) [Delete](#)

Items 1-3 of 3

[Return To Search](#) [Save As Draft](#) [Continue](#)



31. View the eQuote confirmation screen and click on the **'Submit'** button to send the eQuote to the three suppliers.

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Welcome Requester Requester
[Close Punchout Catalog Shopping Session](#)

Create eQuote - Review and Submit

1 STEP 1: ENTER EQQUOTE INFO 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

Instructions

Please review your work to make sure all of the information is correct and then click on Submit at the bottom of this page. To make changes, click on Edit.

Overview

Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
Date Initiated	Apr 3, 2015 3:52PM
eQuote Title	LCD Projectors eQuote
Your Requisition Number	RQ18576854
eQuote Response Due	April 9, 2015
Ship To Address	123 Main St. Anytown NC 27009
FOB	Destination
Delivery Needed By	Apr 30, 2015

Items

Supplier SKU	Item Description	Qty	Unit	Classification
	LCD projector, 3,000 Lumens, carrying case included, 2-year warranty	3	Each	Good

Specifications

Additional Information	Does not have to be able to be ceiling mounted, table-top is fine.
Substitute Products	Yes
Attachments	No attachments
Terms & Conditions	The State of North Carolina Terms and Conditions (T&Cs) apply to this purchase. Click here [Statewide IT Procurement] for the T&Cs applicable to purchases of information technology. Click here [Purchase and Contract] for Instructions for Quote and T&Cs applicable to all other purchases. No additional T&Cs that may be attached to your response to the eQuote will be considered. You agree that your submission of an offer using your password protected access to this system constitutes an approved signature on your offer. Please contact the purchaser if you have questions.
Selected Supplier(s)	Professional Video, KENNEDY OFFICE SUPPLY, INC., RTS Technology

External Notes

Notes	Please only quote projectors that are Wi-Fi enabled. Please contact at 919-555-1234 with any questions.
-------	---

Internal Notes

Log	No notes entered
Notes	Projectors are for classrooms and presentations at summer conferences.

[Edit](#) [Save As Draft](#) [Submit](#)

Key Summary Points

- Users can search for a supplier by name or by using the category and sub-category search by product type.
- From a category, sub-category, and third category of suppliers, the user can retrieve a listing of suppliers from which to select the eQuote recipients.
- Users must select the suppliers they wish to receive the eQuote and click the **'Add To eQuote'** button.

View, Evaluate, and Award eQuote Responses

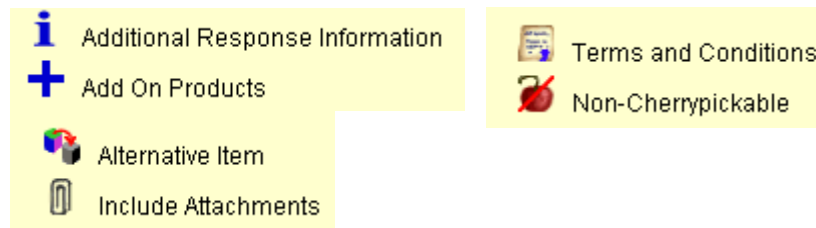
Overview

Once the eQuote has been created and submitted, suppliers can begin responding electronically to your request. Users can view the suppliers' responses by re-opening the eRequisition that contains the eQuote line item.

In order to review the status of your eQuote, open the eRequisition and click on the **'Edit'** button. The **'Line Item Details'** page displays, allowing the user to view the number of suppliers that have currently responded to the eQuote. The **'Refresh'** button below the line item allows the user to see the latest number of responses.

Once the status indicates that a response has arrived, it is easy to access and review the supplier's information. Simply click on the line item description to display a summary of all suppliers' responses. For more detailed response information, users can review each supplier's response individually by clicking the **'View'** button next to the supplier's name. A detailed response page displays information including an overview, supplier contract, items, response details, and external and internal history.

Suppliers are able to use symbols in their responses to convey more information about their products. The screen shot below contains the symbols you may see when reviewing suppliers' responses.



Although many of these icons are self-explanatory, a few may be new to you:

- The **'Non-Cherrypickable'** icon means that the items described in the eQuote are only available at the price quoted if all of the items are purchased. Individual items cannot be "cherrypicked," or purchased separately.
- A "Substitution" occurs when the supplier does not quote the item you requested, but instead offers a similar but different item. The number of substitutions is indicated on the eQuote response page in the **'Number of Substitutions'** column (not shown here). Substitutions are also noted by a blue **'Sub'** link when a user tabulates the supplier responses.
- An **'Alternative Item'** icon displays when the supplier quotes the item you requested, and offers a similar item as an alternate choice.



When evaluating the supplier responses, it is important to check if the price quoted includes shipping costs. View the **'Shipping'** column on the eQuote response page to see if the price includes the shipping costs. You can sort the supplier response columns by shipping to easily determine which suppliers have included shipping in their costs. In order to see more information about the shipping cost, click on the **'View'** button and review the details in the supplier's response. You can also sort the columns by price to see which supplier provided the lowest price on the item.

eQuote contains a tabulate feature which allows users to tabulate and view all suppliers' prices by item with a click of a button. The tabulate feature makes it easy for users to review and compare prices.

We will walk through the steps to view and evaluate eQuote responses in this topic.

Scenario

This scenario begins where we left off in the previous classroom walkthrough. A few days ago you started an eRequisition for T-Shirts. You are now ready to review and evaluate the supplier responses from the walkthrough example. Tabulate the responses in order to locate the best price.



Walkthrough: Awarding an eQuote

1. Note the number of supplier responses located next to the **'eQuote Status'**.
2. Click on the **'Refresh'** button to view how many responses you have received. The **'eQuote Status'** is refreshed.

NCE-Procurement A R I B A[®] SPEND MANAGEMENT
@your service Home

Home | Help | Logout
Welcome Requester Requester

Create Search Manage Recent Preferences

RQ18576849: Logo Shirts eQuote - 5/8/15 [Back to Catalog](#) [Submit](#) [Exit](#)

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: Logo Shirts eQuote - 5/8/15

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: Requester Requester

Delay Purchase Until:

Buying Entity: 13EG

Transmit To Supplier? ☒

My Labels: [Apply Label...](#)

Line Items (1) [Hide Details](#)

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		Logo Shirts eQuote	0	1	each	\$0.00 USD	\$0.00 USD	\$0.00 USD	\$0.00000 USD

eQuote Status: Submitted - 0 of 3 Responses Received

Supplier: Equote Punchout
Location: Equote Punchout
Commodity Code: eQuote

Company:
Account:
Cost Center:

[Edit](#) [Copy](#) [Delete](#) | [Add from Catalog...](#) [Add Non-Catalog Item...](#) [Refresh](#)

Total Cost: \$0.00000 USD
[Update Total](#)



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Note: If the accounting information has not been entered, an error message will appear. This will not affect the eQuote awarding process.

- Click on the **'Line Item Description'** for "Logo Shirts eQuote" to view responses. The eQuote responses display on the **'Response Summary'** page.

Note: Notice that the **'eQuote Status'** field now lists 3 of 3 responses.

NC E-Procurement Ariba® SPEND MANAGEMENT Expand to see the full message. Home Help Logout

Create Search Manage Recent Preferences

RQ18576849: Logo Shirts eQuote - 5/8/15 Back to Catalog Submit Exit

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: Logo Shirts eQuote - 5/8/15

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: Requester Requester

Delay Purchase Until:

Buying Entity: 13EG

Transmit To Supplier? ☒

My Labels: Apply Label...

Line Items (1)

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		Logo Shirts eQuote	0	1	each	\$0.00 USD	\$0.00 USD	\$0.00 USD	\$0.00000 USD

eQuote Status: Submitted - 3 of 3 Responses Received

Supplier: eQuote Punchout
Location: eQuote Punchout
Commodity Code: eQuote

Company:
Account:
Cost Center:

[Edit] [Copy] [Delete] | [Add from Catalog...] [Add Non-Catalog Item...] [Refresh]

Total Cost: \$0.00000 USD
[Update Total]



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- Click the **'View'** button next to "NC Logowear" to view the entire response from NC Logowear.

Note: The **'eQuote Response Summary'** page contains a summary of the supplier responses. The **'eQuote Responses'** section displays: the date received, number of items responded to, number of substitutions, details, shipping information and the total price quoted for the item(s) by supplier.

NC E-Procurement
A R I B A*
SPEND MANAGEMENT

Help

Welcome Requester Requester
Close Punchout Catalog Shopping Session

eQuote Response Summary

Description

Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
eQuote Title	Logo Shirts eQuote
Date Sent	Apr 3, 2015
Response Due	May 8, 2015

eQuote Responses

The symbols below refer to information suppliers included in their responses. Click on View to look at the response. Tabulate your eQuotes by clicking in the check box and then click on Tabulate Selected. You may add a checked response to eRequisition where applicable.

Note: A Substitution occurs when the supplier does not quote the item you requested, but instead offers a different item. An Alternate occurs when the supplier quotes the item you requested, and offers a similar item as an alternate choice.

Additional Response Information
 Terms and Conditions
 Alternate Item

Add On Products
 Non-Cherry-pickable
 Include Attachments

View Response	Supplier Name	Received	Items Responded To	Number of Substitutions	Details	Shipping	Price of Requested and Substitute Items
<input type="checkbox"/> View	NC Logowear	Apr 3, 2015 12:04PM	3 of 3	1 of 3		Not included	449.45
<input type="checkbox"/> View	THE LOGO BOSS, LLC	Apr 3, 2015 12:05PM	Declined				
<input type="checkbox"/> View	TSC, Inc	Apr 3, 2015 12:06PM	3 of 3	0 of 3		Not included	474.45

Tabulate Selected
☒ Include Alternates in tabulation

[Add To eRequisition](#)



5. Review the fields on the 'Review eQuote Response' page.
6. Click on the 'Return To Summary' button at the bottom of the screen to go back to the 'eQuote Response Summary' screen. The 'eQuote Response Summary' page displays.

Items								
Item picking is allowed. To select an item, click in the box to the left. You may add the item(s) to a list, eRequisition, or Purchase Order where applicable.								
	Response	Supplier SKU	Item Description	Quantity	Unit	Unit Price	Extended Price	
Item 1 of 3 SUBSTITUTED Item								
	Original Item		Medium T-Shirts, short sleeve, logo on left, Navy Blue	25	Each			
<input type="checkbox"/>	Substitute		50/50 Blend, all other specs the same	25	Each	\$3.99	\$99.75	
Item 2 of 3 QUOTED Item								
<input type="checkbox"/>	Quoted Original Item		Medium T-Shirts, long sleeve, logo on left, Navy Blue	30	Each	\$9.99	\$299.70	
Item 3 of 3 QUOTED Item								
<input type="checkbox"/>	Quoted Original Item		Logo Design	1	Dollar	\$50.00	\$50.00	
							Total of Quoted and Substitute Items	\$449.45
							Total of Additional Items	\$0.00
							Total of Alternate Items	\$0.00
							Shipping is not included in the price of the items	
							Grand Total	\$449.45
Response Details								
eQuote Expires	No Date Specified							
Additional Response Info								
Shipping Method								
FOB	Destination							
Buyer Attachments	No attachments							
Supplier Attachments	No attachments							
External Notes History								
This log contains your notes to all suppliers participating in the eQuote and notes sent to you by this supplier.								
Log	Apr 3, 2015 11:59AM Requester Requester: Please contact at 555-1234 if you have any questions about the logo							
Internal Notes History								
This log contains a history of notes exchanged within your organization and transactions relevant to this form.								
Log	Apr 3, 2015 11:59AM Requester Requester: Shirts to be used for Summer conferences							
	Apr 3, 2015 11:59AM Requester Requester: eQuote sent to supplier(s)							
Notes	<div>Enter notes for members of your organization here. Suppliers cannot view the Internal Notes History.</div>							
<div>Return To Summary</div> <div>Add To eRequisition</div>								



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- Click in the check boxes next to all supplier responses except for the declined response.

Note: If a supplier elects not to provide you with a quote for any of your requests, it will be indicated by a **'Declined'** in the **'Items Responded To'** column.

- Click on the **'Tabulate Selected'** button to tabulate supplier responses. The tabulated responses display.

A R I B A
SPEND MANAGEMENT

Help

Welcome Requester Requester

Close Punchout Catalog Shopping Session

eQuote Response Summary

Description

Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
eQuote Title	Logo Shirts eQuote
Date Sent	Apr 3, 2015
Response Due	May 8, 2015

eQuote Responses

The symbols below refer to information suppliers included in their responses. Click on View to look at the response. Tabulate your eQuotes by clicking in the check box and then click on Tabulate Selected. You may add a checked response to eRequisition where applicable.

Note: A **Substitution** occurs when the supplier does not quote the item you requested, but instead offers a different item. An **Alternate** occurs when the supplier quotes the item you requested, and offers a similar item as an alternate choice.

Additional Response Information
 Terms and Conditions
 Alternate Item

Add On Products
 Non-Cherry-pickable
 Include Attachments

View Response	Supplier Name	Received	Items Responded To	Number of Substitutions	Details	Shipping	Price of Requested and Substitute Items
<input checked="" type="checkbox"/> View	NC Logo Gear	Apr 3, 2015 12:04PM	3 of 3	1 of 3		Not included	449.45
<input checked="" type="checkbox"/> View	THE LOGO BOSS, LLC	Apr 3, 2015 12:05PM	Declined				
<input checked="" type="checkbox"/> View	TSC, Inc	Apr 3, 2015 12:08PM	3 of 3	0 of 3		Not included	474.45

[Tabulate Selected](#)
☒ Include Alternates in tabulation

Add To eRequisition



Note: Tabulating the suppliers' responses allows the user to see the price quoted for each item by supplier name.

Note: You can use the up and down arrow buttons to sort the columns by price.

- Click on the '**Sub**' link in the first row to view the substitute line item from the supplier, NC Logowear. The substitution description displays.

Note: Substitutions will always be noted with the '**Sub**' link. This allows the user to distinguish prices by actual item and substituted item.

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Help
Welcome Requester Requester
Close Punchout Catalog Shopping Session

eQuote Response Tabulation

Description					
Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION				
eQuote Title	Logo Shirts eQuote				
Date Sent	Apr 3, 2015				
Response Due	May 8, 2015				

Items					
To select an item, click in the box to the left of the price. You may then add the item(s) to eRequisition where applicable. Click View to look at the supplier eQuote response individually. Click the sub and alt links next to the item price to see the supplier's item description. Note: A Substitution occurs when the supplier does not quote the item you requested, but instead offers a different item. An Alternate occurs when the supplier quotes the item you requested and offers a similar item as an alternate choice.					
View Response	Supplier Name	Shipping	Items 1 - 3 of 3		
			Medium T-Shirts, short sleeve, logo on left, Navy Blue 25 Each	Medium T-Shirts, long sleeve, logo on left, Navy Blue 30 Each	Logo Design 1 Dollar
View	NC Logowear	Not included	\$36.99 sub	\$9.99	\$50.00
View	TSC, Inc	Not included	\$6.99	\$9.99	\$0.00

[Return To Previous](#)
[Add To eRequisition](#)
[Printable Version](#)



10. Review the substitution description.

11. Click on the '**Close**' button to return to the '**Response Tabulation**' screen.

Description	
SKU	
Description	50/50 Blend, all other specs the same
Quantity	25
Unit	Each
Unit Price	3.99

[Close](#)

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12. Check each of the item checkboxes in the “TSC, Inc” response to award the eQuote.

Note: You can select items from different suppliers when “Cherrypicking” is not prohibited, however, the eRequisition will split into two or more purchase orders.

13. Click on the ‘Add To eRequisition’ button at the bottom of the screen to add these items to the eRequisition. The eRequisition ‘Line Item Details’ page displays.

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Help ^

Welcome Requester Requester
[Close Punchout Catalog Shopping Session](#)

eQuote Response Tabulation

Description			
Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION		
eQuote Title	Logo Shirts eQuote		
Date Sent	Apr 3, 2015		
Response Due	May 8, 2015		

Items			
To select an item, click in the box to the left of the price. You may then add the item(s) to eRequisition where applicable. Click View to look at the supplier eQuote response individually. Click the sub and alt links next to the item price to see the supplier's item description. Note: A Substitution occurs when the supplier does not quote the item you requested, but instead offers a different item. An Alternate occurs when the supplier quotes the item you requested and offers a similar item as an alternate choice.			
View Response	Supplier Name	Shipping	Items 1 - 3 of 3
			<div style="display: flex; justify-content: space-between;"> <div> Medium T-Shirts, short sleeve, logo on left, Navy Blue 25 Each </div> <div> Medium T-Shirts, long sleeve, logo on left, Navy Blue 30 Each </div> <div> Logo Design 1 Dollar </div> </div>
View	NC Logowear	Not included	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> \$3.99 sub </div> <div> <input type="checkbox"/> \$9.99 </div> <div> <input type="checkbox"/> \$80.00 </div> </div>
View	TSC, Inc	Not included	<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> \$8.99 </div> <div> <input checked="" type="checkbox"/> \$9.99 </div> <div> <input checked="" type="checkbox"/> \$0.00 </div> </div>

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Note: Notice you have now returned to the original eRequisition and the items you selected in the eQuote are displayed as line items on the eRequisition.

14. Review the eQuote line items.

Note: It is important to update the commodity code and accounting information, if applicable, as well as select the appropriate supplier location for eQuote items. Users can update this information by clicking on the **'Edit'** button for each line item.

15. Click on the button to continue.

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Welcome Requester Requester

Create Search Manage Recent Preferences

RQ18576849: Logo Shirts eQuote - 5/8/15 Back to Catalog Submit Exit

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: Logo Shirts eQuote - 5/8/15

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: Requester Requester

Delay Purchase Until:

Buying Entity: 13EG

Transmit To Supplier? ☒

My Labels: Apply Label...

Line Items (3) Hide Details

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		Medium T-Shirts, short sleeve, logo on left, Navy Blue	DefaultSupplierPartId	25	each	\$0.00 USD	\$0.00 USD	\$6.99 USD	\$174.75000 USD

eQuote Status: Awarded
HUB

Supplier: TSC, Inc.
Location: Office
Commodity Code: Awarded Equote

Company:
Account:
Cost Center:

(Edit) Copy Delete | Add from Catalog... | Add Non-Catalog Item...

Total Cost: \$474,45000 USD
Update Total



Practice Exercise

Awarding an eQuote

Instructions:

Using the scenario below, complete the practice exercise. You will be practicing the steps you just learned to add suppliers to an eQuote. Use the steps following this section to help guide you through the process.

Scenario:

A few days ago you started an eRequisition and sent an eQuote request to suppliers for some computer monitors. You have now received responses from the 3 suppliers and are ready to review them.

View and tabulate the responses (except the one in which the supplier declined). Select the lowest priced items and view the awarded supplier and items in the eRequisition.



Practice: Awarding an eQuote

1. Click on the eRequisition title "LCD Projectors eQuote - 4/10/15" to view responses.

Note: Under the title of the line item, the '**eQuote Status**' indicates that 3 of 3 responses were received. If the current number of responses to your eQuote are not displayed, you could click on the '**Refresh**' button to update the '**eQuote Status**' field.

The screenshot displays the NC E-Procurement eQuote interface. At the top, there is a navigation bar with links for Home, Create, Search, Manage, Recent, and Preferences. Below this, the title of the eQuote is "RQ18576852: LCD Computer Monitors eQuote - 4/10/15". A "Summary" tab is selected, showing the eQuote details. The details include the Title, Pre-Encumbrance Status, On Behalf Of, Delay Purchase Until, Buying Entity, and Transmit To Supplier. The eQuote Status is "Submitted - 3 of 3 Responses Received". Below the details, there is a table of Line Items. The table has columns for No., Type, Description, Supplier Part Number, Qty, Unit, Tax, Other, Price, and Amount. The first line item is "LCD Computer Monitors eQuote - 4/10/15" with a quantity of 1 and a price of \$0.00. The eQuote Status is also displayed below the line item table. At the bottom right, there is a "Total Cost" of \$0.00000 USD and an "Update Total" button.

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		LCD Computer Monitors eQuote - 4/10/15	0	1	each	\$0.00 USD	\$0.00 USD	\$0.00 USD	\$0.00000 USD

eQuote Status: Submitted - 3 of 3 Responses Received

Supplier: eQuote Punchout
Location: eQuote Punchout
Commodity Code: eQuote

Company:
Account:
Cost Center:

[Edit] [Copy] [Delete] | [Add from Catalog...] [Add Non-Catalog Item...] [Refresh]

Total Cost: \$0.00000 USD
[Update Total]



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- Click on the **'View'** button next to "A/V Solutions" to view the entire supplier response. The **'Review eQuote Response'** page displays.

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Welcome Requester Requester
Close Punchout Catalog Shopping Session

eQuote Response Summary

Description	
Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
eQuote Title	LCD Computer Monitor eQuote - 4/10/15
Date Sent	Apr 3, 2015
Response Due	Apr 10, 2015

eQuote Responses

The symbols below refer to information suppliers included in their responses. Click on View to look at the response. Tabulate your eQuotes by clicking in the check box and then click on Tabulate Selected. You may add a checked response to eRequisition where applicable.

Note: A **Substitution** occurs when the supplier does not quote the item you requested, but instead offers a different item. An **Alternate** occurs when the supplier quotes the item you requested, and offers a similar item as an alternate choice.

Additional Response Information
 Terms and Conditions
 Alternate Item

Add On Products
 Non-Cherry-pickable
 Include Attachments

View Response	Supplier Name	Received	Items Responded To	Number of Substitutions	Details	Shipping	Price of Requested and Substitute Items
	A/V Solutions	Apr 3, 2015 3:26PM	2 of 2	0 of 2		Not included	1322.80
	JCS Technology	Apr 3, 2015 3:26PM	Declined				
	Enterprise Network Services	Apr 3, 2015 3:28PM	2 of 2	0 of 2		Not included	1548.90

Tabulate Selected
☒ Include Alternates in tabulation

Add To eRequisition



3. Review the supplier response fields.
4. Click on the **'Return To Summary'** button at the bottom of the screen. The **'Response Summary'** screen displays.

Response Details	
eQuote Expires	No Date Specified
Additional Response Info	
Shipping Method	
FOB	Destination
Buyer Attachments	No attachments
Supplier Attachments	No attachments

External Notes History	
This log contains your notes to all suppliers participating in the eQuote and notes sent to you by this supplier.	
Log	Apr 3, 2015 3:19PM Requester Requester: Please only quote HDMI cables available in black. Contact at 555-555-1234 with any questions.

Internal Notes History	
This log contains a history of notes exchanged within your organization and transactions relevant to this form.	
Log	Apr 3, 2015 3:19PM Requester Requester: Monitors are for computer lab
	Apr 3, 2015 3:19PM Requester Requester: eQuote sent to supplier(s)
Notes	<div>Enter notes for members of your organization here. Suppliers cannot view the Internal Notes History.</div> <div></div>

[Return To Summary](#) [Add To eRequisition](#)



NC E-Procurement @ Your Service eQuote Instructor-Led Training

5. Click the checkboxes next to all supplier responses except for the declined response.
6. Click on the **'Tabulate Selected'** button to tabulate supplier responses.

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[Help](#)

Welcome Requester Requester
[Close Punchout Catalog Shopping Session](#)

eQuote Response Summary

Description	
Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION
eQuote Title	LCD Computer Monitors eQuote - 4/10/15
Date Sent	Apr 3, 2015
Response Due	Apr 10, 2015

eQuote Responses

The symbols below refer to information suppliers included in their responses. Click on View to look at the response. Tabulate your eQuotes by clicking in the check box and then click on Tabulate Selected. You may add a checked response to eRequisition where applicable.
 Note: A **Substitution** occurs when the supplier does not quote the item you requested, but instead offers a different item. An **Alternate** occurs when the supplier quotes the item you requested, and offers a similar item as an alternate choice.

Additional Response Information

Terms and Conditions

Alternate Item

Add On Products

Non-Cherry-pickable

Include Attachments

View Response	Supplier Name	Received	Items Responded To	Number of Substitutions	Details	Shipping	Price of Requested and Substitute Items
<input checked="" type="checkbox"/> View	AV Solutions	Apr 3, 2015 3:26PM	2 of 2	0 of 2		Not included	1322.80
<input type="checkbox"/> View	JCS Technology	Apr 3, 2015 3:26PM	Declined				
<input checked="" type="checkbox"/> View	Enterprise Network Services	Apr 3, 2015 3:28PM	2 of 2	0 of 2		Not included	1548.90

Tabulate Selected
☐ Include Alternates in tabulation

Add To eRequisition



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7. Check each of the item checkboxes in the "A/V Solutions" response to award the eQuote.
8. Click the '**Add To eRequisition**' button to return these items to the original eRequisition. The '**View Line Item**' page displays.

A R I B A *
SPEND MANAGEMENT

Help

Welcome Requester Requester

Close Punchout Catalog Shopping Session

eQuote Response Tabulation

Description			
Initiator	Requester Requester, State of NC - DEPARTMENT OF ADMINISTRATION		
eQuote Title	LCD Computer Monitors eQuote - 4/10/15		
Date Sent	Apr 3, 2015		
Response Due	Apr 10, 2015		

Items

To select an item, click in the box to the left of the price. You may then add the item(s) to eRequisition where applicable. Click View to look at the supplier eQuote response individually. Click the sub and alt links next to the item price to see the supplier's item description. Note: A Substitution occurs when the supplier does not quote the item you requested, but instead offers a different item. An Alternate occurs when the supplier quotes the item you requested and offers a similar item as an alternate choice.

View Response	Supplier Name	Shipping	Items 1 - 2 of 2	
			LCD Monitor, 20 inch, HDMI input 10 Each	HDMI cable, 12 foot 10 Each
View	A/V Solutions	Not included	<input checked="" type="checkbox"/> \$16.99	<input checked="" type="checkbox"/> \$15.29
View	Enterprise Network Services	Not included	<input type="checkbox"/> \$139.90	<input type="checkbox"/> \$14.99

[Return To Previous](#)
[Add To eRequisition](#)
[Printable Version](#)



9. Review the eQuote line items that are now added on the eRequisition.

Note: Once you have added the eQuote line item, it is important to add commodity code and accounting information, if applicable, to the eRequisition for each line item. Click the **'Edit'** button located next to the line item to update these fields.

10. Click the button to complete the practice exercise.

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Welcome Requester Requester

Create Search Manage Recent Preferences

RQ18576852: LCD Computer Monitors eQuote - 4/10/15 [Back to Catalog] [Submit] [Exit]

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: LCD Computer Monitors eQuote - 4/10/15

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: * Requester Requester

Delay Purchase Until: []

Buying Entity: * 13EG

Transmit To Supplier? ☒

My Labels: [] Apply Label...

Line Items [2] [Hide Details]

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		LCD Monitor, 20 inch, HDMI input	DefaultSupplierPartId	10	each	\$0.00 USD	\$0.00 USD	\$116.99 USD	\$1,169.90000 USD

eQuote Status: Awarded LCD Monitor, 20 inch, HDMI input

Supplier: A/V Solutions
Location: PO BOX
Commodity Code: Awarded Equote

Company:
Account:
Cost Center:

[Edit] [Copy] [Delete] | [Add from Catalog...] [Add Non-Catalog Item...]

Total Cost: \$1,322.80000 USD [Update Total]

Key Summary Points

- To access supplier responses to an eQuote, the user must locate and open the eRequisition containing the eQuote. The user must click the **'Edit'** button to view the responses.
- It is possible to view the number of responses returned from the suppliers without going into the eQuote. To view the number of responses, click the **'Refresh'** button at the bottom of the **'Line Items'** section.
- The tabulate feature allows users to easily compare prices across each item.
- Substitutes are tabulated the same way as exact item matches.